FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
JULY	Record of Daily Attendance (PA-2)	BEGIN NEW YEAR PROCESSING – Roll Accounting Period (BGL-2)	Review Accumulators (PR-PER-2)	Begin processing New Year P.O.'s	DAILY – Perform dbbackup option #1 (OSA – 8)	Perform depreciation once a year	Performance Bond and Bond of Depository due to KDE 1st
	Teacher's Monthly Attendance Report (PA-3)	Set Holding-year open flag (BGL-2) 1st working day	Notification of Reemployment of Certified Staff with best estimate of salary (KRS 161.760) 45 Days before School Starts for Students	Prove encumbrances at end of year	WEEKLY – Perform dbbackup option #3 (OSA – 8)	Add new, remove retired and adjust assets	Certification of Transportation Mileage – Bus Use Report to KDE 8th
		Continue Preparing for Year End Close (BGL- 2)	Run KTRS Report Before Step Increase		MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)	Reconcile fixed asset module to G/L module	KTRS Retiree Employment Report to KTRS 13th
		Perform Month – End Processing for June including full tables validation (BGL-1)	Update Payroll for New Year Grants & Extra Service		DURING YEAR END CLOSING – Perform dbbackup options # 1 & # 5 (OSA-8)		KTRS Report Due to KTRS (PR-STW-3) 15th
		Run Annual Project Budget Reports	Perform Step Increase		Shut down RS6000 (OSA – 8)		CERS Annual Report Due to CERS (PR-STW-2) 20th
		Close Fiscal Year, which includes budget completions (BGL- 2)	Mass Post Accruals (PR-PER-3)				Tax Collector's Report and Reconciliation Due to KDE 25th
		Run the Annual Financial Report					Annual Financial Report Due to KDE 25th
		4th Working Day Each Month – SEEK EFT					CDIP 4th Quarter Expenditure Report due to KDE 25th
							Federal Cash Requests to KDE

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
JULY (cont)							**KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453)** (PR-STW-7) **20 days after hire**
							AFTER EACH PAYROLL **KTRS remittance to KTRS 15 days after** **Federal tax call in** **State tax mailed** **Federal Reimbursement File to KDE (PR-STW-12)** **Flex Spending Contribution File to KDE**
							PAYROLL MONTHLY **Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1)** **CERS Report to CERS (PR-STW-1) 10th**
							PAYROLL QUARTERLY **941 Report to IRS 31st** **Unemployment Report to KY Unemployment Insurance (PR-STW-8)** **Local tax reports as required**

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
AUG.	Record of Daily Attendance (PA-2)	4th Working Day Each Month – SEEK EFT			DAILY – Perform dbbackup option #1 (OSA – 8)	Add new, remove retired and adjust assets	Federal Cash Requests to KDE
	Teacher's Monthly Attendance Report (PA-3)	Perform Month – End Processing for July including full tables validation (BGL-1)			WEEKLY – Perform dbbackup option #3 (OSA – 8)		KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
	Verify transportation codes	Post/Run AFR in Newspaper or on WEB			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		**AFTER EACH PAYROLL** KTRS remittance to KTRS 15 days after Federal tax call in State tax mailed Federal Reimbursement File to KDE (PR-STW-12) Flex Spending Contribution File to KDE
		Receive Certified Property Assessment and Tax Rate (Aug. – Dec.)			Shut down RS6000 (OSA – 8)		**PAYROLL MONTHLY** Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1) CERS Report to CERS (PR-STW-1) 10th
		Schedule Tax Rate Hearing if Required (Aug. – Dec.)					
		Submit Levied Tax Rates to KDE (Aug.-Dec.)					
		Begin Preparing Working Budget					

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
SEPT.	Record of Daily Attendance (PA-2)	4th Working Day Each Month – SEEK EFT	Prepare PSD's and CSD's as of Sept. 15		DAILY – Perform ddbackup option #1 (OSA – 8)	Add new, retire, and adjust assets	Working Budget Report Due to KDE 30th
	Teacher's Monthly Attendance Report (PA-3)	Perform Month – End Processing for August including full tables validation (BGL-1)			WEEKLY – Perform dbbackup option #3 (OSA – 8)		CERS SOY Report due to CERS (PR-STW-2) 30th
		Continue Preparing and Finalize Working Budget (STW-GL-4)			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		Federal Cash Requests to KDE
		Adjustments to School Council Allocations for Changes in Salary and Enrollment 15th			Shut down RS6000 (OSA – 8)		KY New Hire Report to KY New Hire Operations Center in WI (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
		Receive Certified Property Assessment and Tax Rate (Aug. – Dec.)			Change the ROOT password		**AFTER EACH PAYROLL** KTRS remittance to KTRS 15 days after Federal tax call in State tax mailed Federal Reimbursement File to KDE (PR-STW-12) Flex Spending Contribution File to KDE
		Schedule Tax Rate Hearing If Required (Aug. – Dec.)			Perform murefresh		**PAYROLL MONTHLY** Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1) CERS Report to CERS (PR-STW-1) 10th
		Submit Levied Tax Rates to KDE (Aug.-Dec.)					Technology Activity Report due to KDE 30th
		LEA to Receive Tentative State SEEK Projection for Current Year from KDE					

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
OCT.	Determine Dropouts 1st	4th Working Day Each Month – SEEK EFT	Review Accumulators (PR-PER-2)	Prove encumbrances for quarter	DAILY – Perform dbbackup option #1 (OSA – 8)	Add new, retire and adjust assets	Notification on Motor Vehicle Rate Due to Revenue Cabinet 1st
	Record of Daily Attendance (PA-2)	Perform Month-End Processing for September including full tables validation (BGL-1)	Open Enrollment for Health Insurance (PR-PER-7)		WEEKLY – Perform dbbackup option #3 (OSA – 8)	Reconcile fixed asset module to G/L module	VT-1 application for transportation of vocational students due to KDE 1st
	Teacher's Monthly Attendance Report (PA-3)	Run Quarterly Project Budget Reports			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		PSD's and CSD's Due to KDE 1ST
		Receive Certified Property Assessment and Tax Rate (Aug. – Dec.)			Shut down RS6000 (OSA – 8)		CDIP 1st Quarter Expenditure Report due to KDE 25th
		Schedule Tax Rate Hearing if Required (Aug. – Dec.)					CPA Audit Extension Due to KDE 31st
		Initiate Process of Projecting Enrollment/ADA for Next School Year					KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
		Initiate Annual Needs for Next School Year					Federal Cash Requests
		Revise Allocations to School Councils for Changes in ADA & SEEK for second month adjustments					**AFTER EACH PAYROLL** KTRS remittance to KTRS 15 days after

Federal tax call in

State tax mailed

Federal Reimbursement File to KDE (PR-STW-12)

Flex Spending Contribution File to KDE |

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
OCT. (cont)							**PAYROLL MONTHLY** **Health Insurance Remittance File to KDE by 3rd business day of month** **(PR-PER-1)** **CERS Report to CERS** **(PR-STW-1)** **10th**
							PAYROLL QUARTERLY **941 Report to IRS 31st** **Unemployment Report to KY Unemployment Insurance (PR-STW-8)** **Local tax reports as required**

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND -ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAY-ROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
NOV.	Record of Daily Attendance (PA-2)	4th Working Day Each Month—SEEK EFT		Prepare New Debt Service Schedule	DAILY – perform dbbackup option #1 (OSA – 8)	Add new, retire, and adjust assets	**Growth Factor Report due to KDE** 1st
	Monthly Attendance Report (PA-3)	Perform Month-End processing for Oct including full tables validation (BGL-1)	Process Employee Deduction Changes for Health Insurance		WEEKLY – Perform dbbackup option #3 (OSA – 8)		**Non Academic Data Report due to KDE** 1st
		Post auditor adjustments & send new AFR to KDE			MONTHLY– Perform dbbackup option # 1 & #5 (OSA – 8)		**School Bus Purchase Authorization Form to KDE** 15th
		Receive Certified Property Assessment & Tax Rate (Aug–Dec)			Shut down RS6000 (OSA – 8)		**CPA Audit Report To KDE** 15TH
		Schedule Tax Rate Hearing if Required (Aug – Dec)					**Transportation Growth Factor Adjustment Form to KDE** 1st
		Submit Levied Tax Rates to KDE (Aug-Dec)					**Submit list of students covered by non-resident contracts to KDE** 1st
		Continue Annual Needs Assessment for Next School Year					**KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7)** 20 days after hire
		Begin Preliminary Budget Development for Next School Year					**AFTER EACH PAYROLL** **KTRS remittance to KTRS** 15 days after **Federal tax call in** **State tax mailed** **Federal Reimbursement File to KDE (PR-STW-12)** **Flex Spending Contribution File to KDE**
		Confirm/Adjust KDE Estimates of District Data for Next Year's Forecast SEEK Calculation					**PAYROLL MONTHLY** **Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1)** **CERS Report to CERS (PR-STW-1) 10th**
		Submit Levied Tax Rates to KDE (Aug.-Dec.)					**Idea B Maintenance of Effort Due to KDE** 30th

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
DEC.	Record of Daily Attendance (PA-2)	4th Working Day Each Month SEEK EFT	Prepare for W-2 Processing		DAILY – Perform dbbackup option #1 (OSA –8)	Add new, remove retired and adjust assets	IDEA B Child Count as of Dec 1st due to KDE 15th
	Teacher's Monthly Attendance Report (PA-3)	Perform Month-End Processing for November including full tables validation (BGL-1)	Begin Working on Salary Schedule		WEEKLY – Perform dbbackup option #3 (OSA – 8)		State Preschool Enrollment Count as of Dec 1st due to KDE 15th
		Complete Annual Needs Assessment for Next School Year			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		Technology Tools Readiness Survey to KDE 1st
		LEA to Receive Forecast State SEEK for Next School Year			Shut down RS6000 (OSA – 8)		Federal Cash Requests to KDE
		Continue Budget Development for Next School Year Draft Budget			Change the ROOT password		KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
		Receive Certified Property Assessment & Tax Rate (Aug–Dec) ⎯⎯⎯ Schedule Tax Rate Hearing if Required (Aug. – Dec.)			Perform murefresh		**AFTER EACH PAYROLL** KTRS remittance to KTRS 15 days after Federal tax call in State tax mailed Federal Reimbursement File to KDE (PR-STW-12) Flex Spending Contribution File to KDE
		Submit Levied Tax Rates to KDE (Aug.-Dec.)					**PAYROLL MONTHLY** Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1) CERS Report to CERS (PR-STW-1) 10th

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGNECY DUE DATES
JAN.	Record of Daily Attendance (PA-2)	4th Working Day Each Month – SEEK EFT	Review Accumulators (PR-PER-2)	Prove encumbrances for quarter	DAILY – Perform dbbackup option #1 (OSA – 8)	Add new, remove retired and adjust assets	KEES Report for Fall Graduates due to KDE 15th
	Monthly Attendance Report (PA-3)	Perform Month-End process for Dec. including full tables validation (BGL-1)	Process W-2's	Process 1099's		Reconcile fixed asset module to G/L module	CDIP 2nd Quarter Expenditure Report due to KDE 25th
	Verify transportation codes	Run Quarterly Project Budget Reports			WEEKLY – Perform dbbackup option #3 (OSA – 8)		Federal Cash Request due to KDE
		Finalize Draft Budget and review by Local Board 31st			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
					Shut down RS6000 (OSA – 8)		AFTER EACH PAYROLL KTRS remittance to KTRS 15 days after Federal tax call in State tax mailed Federal Reimbursement File to KDE (PR-STW-12) Flex Spending Contribution File to KDE
							PAYROLL MONTHLY Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1) CERS Report to CERS (PR-STW-1) 10th
							PAYROLL QUARTERLY 941 Report to IRS 31st Unemployment Report to KY Unemployment Insurance (PR-STW-8) Local tax reports as required.

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGNECY DUE DATES
FEB.	Record of Daily Attendance (PA-2)	4th Working Day Each Month – SEEK EFT			DAILY – Perform dbbackup option #1 (OSA – 8)	Add new, remove retired and adjust assets	Submit contracts for non-resident pupils for upcoming school year to KDE 702 KAR 7:125(14) 1st
	Teacher's Monthly Attendance Report (PA-3)	Perform Month-End Processing for January including full tables validation (BGL-1)			WEEKLY – Perform dbbackup option #3 (OSA – 8)		Annual Homeless Children Count Survey due to KDE 14th
		Forecast Ending GF Balance for Board			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		Federal Cash Requests to KDE
		Any Revisions of Staffing Policy or Guidelines Shall be Adopted by the Board and Must be Submitted to KDE by March 1st			Shut down RS6000 (OSA – 8)		KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
		Prepare Allocations for School Councils					**AFTER EACH PAYROLL** KTRS remittance to KTRS 15 days after Federal tax call in State tax mailed Federal Reimbursement File to KDE (PR-STW-12) Flex Spending Contribution File to KDE
							PAYROLL MONTHLY Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1) CERS Report to CERS (PR-STW-1) 10th

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FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
MARCH	Record of Daily Attendance (PA-2)	SBDM Allocations Due to Councils by 1st			DAILY – Perform dbbackup option #1 (OSA – 8)	Add new, remove retired and adjust assets	Federal Cash Requests to KDE
	Teacher's Monthly Attendance Report (PA-3)	4th Working Day Each Month SEEK EFT			WEEKLY – Perform dbbackup option #3 (OSA – 8)		KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
		Perform Month-End Processing for February including full tables validation (BGL-1)			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		**AFTER EACH PAYROLL** KTRS remittance to KTRS 15 days after

Federal tax call in

State tax mailed

Federal Reimbursement File to KDE (PR-STW-12)

Flex Spending Contribution File to KDE |
| | | KISTA Bus Sale Resolution Adopted by Local Board | | | Shut down RS6000 (OSA – 8) | | **PAYROLL MONTHLY** Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1)

CERS Report to CERS (PR-STW-1) 10th |
| | | | | | Change the ROOT password | | |
| | | | | | Perform murefresh | | |

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
APRIL	Record of Daily Attendance (PA-2)	4th Working Day Each Month – SEEK EFT	Review Accumulators (PR-PER-2)	Prove encumbrances for quarter	DAILY – Perform dbbackup option #1 (OSA – 8)	Add new, remove retired and adjust assets	CDIP 3rd Quarter Expenditure Report due to KDE 25th
	Teacher's Monthly Attendance Report (PA-3)	Perform Month-End Processing for March including full tables validation (BGL-1)	KRS 161.760 Notification of Reemployment of Cert Staff 30th		WEEKLY – Perform dbbackup option #3 (OSA – 8)	Reconcile fixed asset module to G/L module	Federal Cash Requests due to KDE
		Begin preparing Tentative Budget	KRS 161.750(2) Notice of non-renewal for certified staff 30th		MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
		Run Quarterly Project Budget Reports	KRS 161.011 Notice of non-renewal for classified staff 30th		Shut down RS6000 (OSA – 8)		AFTER EACH PAYROLL KTRS remittance to KTRS 15 days after Federal tax call in State tax mailed Federal Reimbursement File to KDE (PR-STW-12) Flex Spending Contribution File to KDE
		Finalize EOY Projection on GF					PAYROLL MONTHLY Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1) CERS Report to CERS (PR-STW-1) 10th
		LEA to Receive Notification from KDE of Final State SEEK					PAYROLL QUARTERLY 941 Report to IRS 31st Unemployment Report to KY Unemployment Insurance (PR-STW-8) Local tax reports as required

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
MAY	School calendar for upcoming school year approved by LEA 15th	4th Working Day of Each Month – SEEK EFT	KRS 161.760 Notification of Certified Staff Reduction of Duties 90 Days before School Starts for Students	Begin processing Next Year P.O.'s (Optional)	DAILY – Perform dbbackup option #1 (OSA – 8)	Add new, remove retired and adjust assets	Salary Supplement Application for National Board Certification Reimbursement due to KDE 1st
	Record of Daily Attendance (PA-2)	Perform Month-End Process for April including full tables validation (BGL-1)	KRS 161.760 Requires Salary Notification to Certified Staff 45 Days before School Starts for Students	Clean-up Purchase Orders for Year End	WEEKLY – Perform dbbackup option #3 (OSA – 8)		State Preschool EOY Supplemental Count due to KDE 15th
	Teacher's Monthly Attendance Report (PA-3)	Finalize Tentative Budget			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		Tentative Budget to Local Board and KDE 30th
		Approve Salary Schedule at Board Meeting			Shut down RS6000 (OSA – 8)		CPA Audit Contracts to KDE 31st
		Audit Contract Approved by Board					Certification of transportation for home trips for Resident pupils of KSD/KSB due to KDE 31st
		Section 7 Allocations Due to School Councils 30th					Certification of transportation for daily trips for pupils attending KSD/KSB due to KDE 31st
		Complete Creation of Fund 2 Accounts for the Next Year					Federal Cash Requests
							KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
MAY (cont)							**AFTER EACH PAYROLL** **KTRS remittance to KTRS 15 days after** **Federal tax call in** **State tax mailed** **Federal Reimbursement File to KDE (PR-STW-12)** **Flex Spending Contribution File to KDE**
							PAYROLL MONTHLY **Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1)** **CERS Report to CERS (PR-STW-1) 10th**

FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGNECY DUE DATES
JUNE	Record of Daily Attendance (PA-2)	4th Working Day Each Month – SEEK EFT	KRS 161.760 Requires Salary Notification to Certified Staff 45 Days before School Starts for Students	Continue Processing Next Year P.O.'s (optional)	DAILY – Perform dbbackup option #1 (OSA – 8)	Add new, remove retired and adjust assets	School Calendar Due (upcoming year) to KDE 30th
	Teacher's Monthly Attendance Report (PA-3)	Perform Month-End Process for May including full tables validation (BGL-1)		Continue Processing Current Year P.O.'s	WEEKLY – Perform dbbackup option #3 (OSA – 8)	Perform depreciation once a year	Amended School Calendar due (current year) to KDE 30th
		Prepare for Year End Close			MONTHLY – Perform dbbackup Options # 1 & #5 (OSA – 8)		Superintendent's Annual Attendance Report Due to KDE (SAAR) 30th
					Shut down RS6000 (OSA – 8)		Safe Schools Data Report Due to KDE 30th
					Change the ROOT password		KEES Report due to KDE 30th
					Perform murefresh		Home/Hospital Forms due to KDE 30th
							Transportation Adjustment Form EOY Report due to KDE 30th
							Amendments to contracts for non-resident students due to KDE 30th
							VT-2 District Annual Claim – Reimbursement for transporting Vocational Students due to KDE 30th
							District Assurances for Improvement Planning due to KDE by email 30th
							Federal Cash Requests to KDE

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FINANCIAL MANAGEMENT CALENDAR

MONTH	ATTEND-ANCE	BUDGET CYCLE & GENERAL LEDGER	MUNIS PAYROLL	MUNIS PURCHASE ORDERS & ACCOUNTS PAYABLE	MUNIS SYSTEM ADMIN.	FIXED ASSETS	KDE OR OTHER AGENCY DUE DATES
JUNE (cont)							KY New Hire Report to KY New Hire Operations Center in Wisconsin (42 U.S.C. 653 Sec 453) (PR-STW-7) 20 days after hire
							AFTER EACH PAYROLL KTRS remittance to KTRS 15 days after Federal tax call in State tax mailed Federal Reimbursement File to KDE (PR-STW-12) Flex Spending Contribution File to KDE
							PAYROLL MONTHLY Health Insurance Remittance File to KDE by 3rd business day of month (PR-PER-1) CERS Report to CERS (PR-STW-1) 10th